



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

INVITATION TO BID
FOR THE PROCUREMENT OF
PROCUREMENT OF THE SUPPLY AND DELIVERY OF
OFFICE SUPPLIES

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2019 intends to apply the sum of:

<i>Amount</i>	<i>Name / Identification / No. of Contract</i>
PHP 2,602,563.25	Lot 1A: Commonly available supplies
PHP 4,099,442.00	Lot 2A: Commonly available printer ink and toner cartridges
PHP 138, 690.00	Lot 3A: Copy paper-letter size (120 gsm)
PHP 17,500.00	Lot 3B: Electric Typewriter ribbon and eraser
PHP 586, 818.00	Lot 3C: Folder Thermal Binding Cover for Bindomatic 5000
PHP 1,623,120.00	Lot 4A: Fujifilm Printer Ink Cartridges for Fujifilm DX100 Photo Printer
PHP 17,340.00	Lot 4B: HP Ink Cartridges for Models HP 92 and HP 95
PHP 102,000.00	Lot 4C: Special Sharp AR6023 Printer Toner

Bids received in excess of the ABC/s shall be automatically rejected at bid opening.

2. The PCOO now invites bids for Procurement of the Supply and Delivery of Office Supplies (not available is PS-DBM). Delivery of the Goods is required within THIRTY (30) CALENDAR DAYS. Bidders should have completed, within THREE (3) YEARS from

the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the PCOO and inspect the Bidding Documents at the address given below during weekdays, from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested bidders on OCT 08 2019 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

<i>Amount</i>	<i>Name / Identification / No. of Contract</i>
PHP 2,833.00	Lot 1A: Commonly available supplies
PHP 4,462.00	Lot 2A: Commonly available printer ink and toner cartridges
PHP 150.00	Lot 3A: Copy paper-letter size (120 gsm)
PHP 19.00	Lot 3B: Electric Typewriter ribbon and eraser
PHP 639.00	Lot 3C: Folder Thermal Binding Cover for Bindomatic 5000
PHP 1,767.00	Lot 4A: Fujifilm Printer Ink Cartridges for Fujifilm DX100 Photo Printer
PHP 19.00	Lot 4B: HP Ink Cartridges for Models HP 92 and HP 95
PHP 111.00	Lot 4C: Special Sharp AR6023 Printer Toner
PHP 10,000.00	ALL LOTS

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the PCOO, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The PCOO will hold a Pre-Bid Conference on OCT 16 2019, 10:00 A.M. at Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before OCT 30 2019, 09:00 A.M. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on OCT 30 2019, 10:00 A.M. at Conference Room, 4th Floor, New Executive Building, Malacañang Complex, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Each bidder shall be required to submit One (1) Original and Four (4) copies of the First (Eligibility and Technical Documents) and Second (Financial) components, respectively, of its bid submission. Each bidder will submit a total of TEN (10) sealed envelopes duly marked and sealed as indicated in Clause 20, Section II ITB.

The First and Second envelopes of the Original shall be enclosed together in an outer envelope. The First, Second, Third and Fourth copies, respectively, shall be enclosed in the same manner. These FIVE (5) envelopes shall be marked, respectively, and sealed in a box as indicated in Clause 20.3, Section III of the BDS.

Bidders are advised to use a document ring binder with colored tabs to identify each document in the bid proposal.

9. The PCOO reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

Name of Officer : **Atty. ANNA FARINAH B. MINDALANO**
Head, Bids and Awards Committee Secretariat

Name of Office : **Presidential Communications Operations Office**

Address : **Basement Level, New Executive Building**
Malacañang Complex, Manila

Telephone Number : **(+632) 735-6170**

E-mail Address : **pcoo.bac@gmail.com**

Facsimile Number : **(+632) 735-6170**

Website Address : **<https://pcoo.gov.ph>**

(ON OFFICIAL TRAVEL)

Usec. MARVIN R. GATPAYAT

Chairperson

Bids and Awards Committee – I

(ORIGINAL SIGNED)

ASec. OMAR V. ROMERO

Vice-Chairperson

Bids and Awards Committee-I

CERTIFICATION

Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user; the commonly available supplies, commonly available printer and toner ink cartridges, copy paper-letter size (120 gsm), electric typewriter ribbon and eraser, folder thermal binding cover, printer inks, and toners sought to be procured are all necessary, and compatible with the specific equipment brands and models currently being used by the PCOO Proper units:

(ORIGINAL SIGNED)

MARY ANN R. VALMORIA

End-User Representative

This procurement project is covered under the PCOO Annual Procurement Plan:

(ORIGINAL SIGNED)

MARIA ALMA A. FRANCISCO

Budget Officer V